

APPENDIX B: SAMPLE SUBMITTAL REGISTER

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SUBMITTAL REGISTER

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SUBMITTAL REGISTER

(SAMPLE)

Contract No.: B123456 Project Title: Westgate Entry Statement					
Item	Spec Section/ Submittal No.	Submittal Description	Spec. Paragraph Number	Date Required To Submit	Date Actually Submitted
1	Award Letter	Subcontract Agreement		Within 10 days of Award	03/17/98
2	Award Letter	Insurance Requirements		Within 10 days of Award	03/20/98
3	Award Letter	Performance Bond		Within 10 days of Award	03/22/98
4	Award Letter	Payment Bond		Within 10 days of Award	03/22/98
5	Award Letter	Preliminary Schedule		03/27/98	03/26/98
6	01010-01	Site staffing plan & superintendent qualifs.	1.06.A,B	03/27/98	03/26/98
7	01010-02	Overtime/nonstd. work hour plan	1.06.C	03/27/98	04/01/98
8	01027-01	Application for Payment	1.05, A,C,D,E		05/25/98
9	01300-01	Submittal Register	1.10, A,B	04/15/98	05/25/98
10	03100-01	Shop drawings/formwork	1.07, B.1,2	06/15/98	06/15/98
11	15410-01	Product data	1.04	08/15/98	08/20/98
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